Project Work Plan Checklist

Work Process	Yes/No	Comments
Does the project plan cover all required work including		
• Preparation of deliverables?		
• Inspection, test, demonstration, and acceptance of deliverables?		
• Orientation/Training?		
• Project organization activities?		
Does the Project Management plan reflect		
• A deliverable orientation?		
• How the work will be done?		
• Alignment with the delivery approach?		
Is the project work plan developed to appropriate levels of detail?		
Does the project work plan facilitate weekly performance measurements?		
Does the work plan contain details necessary for the staff to perform the work?		
Have standard work plan templates been used?		
Have all project dependencies been identified in the work plan?		
Deliverables	**Yes/No**	**Comments**
Do the high-level deliverables correspond to those outlined in the WBS?		
Do interim deliverables represent logical prerequisites for the high level design?		
Are all deliverables appropriately integrated into the work plan or packages including		
• Quality requests as defined by the quality action plan?		
• Functional, Technical, and operational characteristics, as stated in the WBS?		
• Activities to measure and monitor achievement?		

Schedule	Yes/No	Comments
Does the overall time frame fall within the specified earliest start/finish dates?		
Does each project status review period have at least one milestone?		
Are project and work package milestones based on appropriate events?		
Are planned durations reasonable?		
Do underlying, more detailed schedule dates synchronize with higher-level milestones?		
Is there ample slack on the critical path?		

Level Of Effort/Cost	Yes/No	Comments
Are budget estimates aggressive but achievable?		
Do the detailed work plan estimates balance with the project resource plan?		
Are the estimated methods used and assumptions documented?		
Are resource types and skills clearly specified and appropriate for the work?		
Is effort contingency compliant with the program management policy?		
If required by management, do estimates take into account		
• Indirect costs?		
• Procured goods and services?		
• Other costs?		

Resources	Yes/No	Comments
Does resource loading reflect appropriate allowances for unavailability?		
Does the project resource plan properly include any physical resources whose usage is formally controlled?		
Do planned resources reflect		
• Leveled workload?		
• Practical ramp up/down?		
• Effects of learning curve?		
• A core team of full time staff?		
• Appropriate part-time staff?		

Risks	Yes/No	Comments
Are project risks		
• Identified?		
• Analyzed and assessed?		
• Consistent with corresponding program risks?		
Is the project risk mitigation plan pragmatic and useful?		
Are risk mitigation actions:		
• Appropriate to the circumstances?		
• Reflected in the project work plan?		
• Treated as contingent responses that will only require action if the risk occurs?		
Issues/Corrective Actions	**Yes/No**	**Comments**
Does the project plan provide sufficient allowances for continuous:		
• Performance monitoring and assessment?		
• Planning to reflect performance issues and change orders?		
Have all affected project plan documents been revised to reflect change orders and re-planning changes?		
Have appropriate corrective actions been taken or proposed to address the identified issues?		
If there are newly submitted project change request, do they:		
• Justify the need for change?		
• Reflect the thorough impact analysis?		
• Propose practical solutions that are consistent with project priorities?		